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13 SEP 1974

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
13 September 1974

1. Advertising for Summer Interns: The flyers for the 1975 Summer Intern Program arrived yesterday. Letters to 300 college placement officers have been prepared. A special letter emphasizing our goal of increasing participation by minority students has been prepared for the placement directors of 20 leading traditionally black schools. This is the first time we have gone directly to the schools. In the past we relied on the professional recruiters to distribute the flyers when they visited colleges. The direct approach is being tried to speed up the recruiting and processing of applications. The recruiters have been advised and asked to concentrate their efforts on contacting graduate school deans and appropriate departmental chairmen and faculty members. Another letter is being prepared for young minority professors who participated in this year's Summer Fellowship Program of the National Urban League.

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2. Incident: For the first time in many months an Agency recruitment office was the target of a protest by a dissident group. On Wednesday, 11 September, a protest was held at the [REDACTED]. While CIA was not the only protest against the Federal Government (amnesty, and the Nixon pardon were others), several protestors managed to get to our [REDACTED] and demand that he explain various actions associated with the Agency, such as Chile. The recruiter, [REDACTED] declined to answer any questions on substantive matters, restricting his remarks to his task as an Agency recruiter. They finally left without incident.

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3. Special Advertising:

a. Response to an advertisement placed by Recruitment Division for OSI for Transportation Systems Engineers has reached 178 to date.

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4. Length-of-Service Pins: We contacted the Civil Service Commission in order to determine the status of the new Federal Length-of-Service emblems which have been approved for use by all Government agencies. It is estimated that the first emblems will become available around 1 November 1974 and that we will be able to place our order at that time. There have been a number of delays in this program and we are not yet assured that the emblems will be available as scheduled. We plan to determine the length of Federal service of CIA employees as of 31 December 1974 and to distribute the new emblems early in 1975 provided, of course, that they are available. The new emblems appear to be more attractive than previous ones.

5. Supergrade Survey: The final results of the Supergrade Survey are still being coordinated with Deputy Directors and Office Heads before submission to the Director. We expect to have this work completed by 13 September.

6. Pay: A new pay schedule for Offset Photographers in Printing Services Division has been issued.

7. ADP Conversion: In ADP conversion activities, the Data Base has been established for the STAFFING Project. Preparation has been made for input of data by the CRT. Parallel running using both the present system and the STAFFING system will be done during September. Files and procedures will be established so that STAFFING data can be compared with the old system at the end of the month. A training session was conducted for Position Management and Compensation Division clerical personnel to familiarize them with the methods and techniques followed when the STAFFING system is put into effect.

8. CEMLOC Briefing: Administrative and clerical personnel (responsible for locator records) from all Agency components attended a skills course on the CEMLOC system on 11 September. About 80 persons were in attendance. The course was conducted by [REDACTED] and [REDACTED] of OP. An additional skills session will be given in October for component personnel officers.

9. IC Staff: Chief, Military Personnel Branch, reports that the Air Force Deputy Personnel Director, General J. W. Roberts, is forwarding the nomination of Brigadier General John Kolpa to replace [REDACTED] in ICS.

10. Contracts -- Handicapped: The Coordinator for the Handicapped Program attended a briefing at the Department of Labor with the S&T Personnel Officer [REDACTED] and six contracting officers from the

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Office of Logistics and DDS&T. The subject of the briefing concerned compliance with Section 503 of the Rehabilitation Act of 1973 by contractors and sub-contractors (deals with discrimination in hiring the handicapped by companies contracting with the Federal Government). We could foresee immediately many complications from a security standpoint. [REDACTED] 25X1A

25X1A [REDACTED] OL's Coordinator on Contract Procurement, will review the problem in depth.

11. Rehired Annuitant: During the week I approved the following rehired annuitant case:

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[REDACTED] -- Office of Training --
Independent Contractor.

12. Combined Federal Campaign: The first CFC planning meeting was held on 10 September. [REDACTED] Deputy Director of Personnel for Special Programs, chaired the meeting and discussed changes in this year's campaign with representatives from the Office of the DCI and each of the four Directorates.

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13. Annual Awards Ceremony: All tickets have been distributed to personnel who will be attending the Annual Awards Ceremony. Thus far there have been five cancellations of employees to receive their certificates by the Director. The Office of the DCI had only two employees eligible for 25-year certificates and one of them, [REDACTED] will be out of the country. We now have 39 participants instead of 40. All other arrangements are going smoothly.

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15. Suggestion and Achievement Awards: The Directorate of Operations Special Panel had a meeting on 11 September. Four proposals were declined with letters of thanks and four awards were approved totaling \$1,000. The Panel reviewed an Exceptional Accomplishment for a significant operational technique. They concluded that an award of \$5,000 was warranted. Final award recommendation action is pending review by the Honor and Merit Awards Board.

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Coming Events

1. Arrangements have been made with the Combined Federal Campaign for a guest speaker for the Agency's CFC kick-off rally to be held in the auditorium on 30 September 1974. The speaker will be L. J. Andolsek, Minority Commissioner of the Civil Service Commission.
2. The OP Plans Staff will be working on the format and preface of a DDA Handbook which is to be the product of the DDA Personnel Resources Committee.
3. The Skills Session on "Personnel Actions" will be held on 17 September.
4. The Coordinator for Cooperative Programs will meet with the Director, Domestic Collection Division, on Monday, 16 September, to discuss their possible participation in the Summer Intern Program.
5. Statistical Reporting Branch will complete the verification of the STAFFING reports received thus far from OJCS. The reports under STAFFING are similar to the current reports with the major changes being in the method of preparation and clarification of data within the reports.

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Acting Director of Personnel

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